

From: [Cable, Gregory](#)
To: [Mason, Steve](#)
Subject: RE: Requestor Information
Date: Sunday, September 17, 2017 10:02:12 AM
Attachments: [image002.jpg](#)
[Digital Radio Requisition Request.pdf](#)

Steve = look this over and see what you think It looks to me that it will require two signatures yours and a supervisors'

From: Mason, Steve

Sent: Sunday, September 17, 2017 9:10 AM

To: Cable, Gregory

Subject: Requestor Information

Stephen Mason

214-665-2276

Mason.steve@epa.gov

With Regards, Steve



DEPARTMENT OF HOMELAND SECURITY / FEDERAL EMERGENCY MANAGEMENT AGENCY REQUISITION FOR SUPPLIES, EQUIPMENT, SERVICES, PERSONNEL AND/OR TEAMS					Page 1 of 1		18. Request Tracking Number (RTN)	
TYPE OR PRINT ALL ENTRIES LEGIBLY * Denotes Required Field			SHOW INSTRUCTIONS		HIDE INSTRUCTIONS		* 1. DATE PREPARED 04/01/2016	
* 2. DESCRIPTION OF REQUEST (Include make, model, part/stock no., service, personnel/team, author/publisher, freight, etc. as applicable)					* 3. QTY	* 4. UNIT OF MEASURE	* 5. ESTIMATED UNIT COST	* 6. TOTAL ESTIMATED COST
								21. Special Approval <input type="checkbox"/>
Motorola APX 7000 Digital Portable Radio Model #H49TGD9PW1N					1	EA	\$5,138.00	\$5,138.00
Belt Holder, Part #PMLN6102A; Battery, Part #NNTN7033A; Antenna, Part #PMAS4001A; Lapel Microphone, Part #HMN4104B					1	EA	\$1,257.15	\$1,257.15
Add Page		Remove Page		* 7. PRIORITY (Check One) <input type="checkbox"/> Life Saving <input type="checkbox"/> Life Sustaining <input checked="" type="checkbox"/> High <input type="checkbox"/> Normal			6a. Estimated Sub Total (this page) \$6,395.15	
Additional Info Enter additional information in justification below and/or attach mandatory requirements, SOW, sources, supplemental forms, bids, or quotes. Include contact information for potential vendor(s) and other pertinent information.				* 8. Potential Source(s) / Vendor(s)			6b. Estimated Total (Including Additional Pages) \$6,395.15	
* 9. DETAILED JUSTIFICATION (Attach separate sheet if required) To assist the EPA in completing its mission assignment the Harris County Fire Department augmented EPA's supply of portable radios. While collecting orphan containers from the Houston Ship Channel a loaned portable radio fell out of the EPA employee's back pocket falling into the Channel. Since the radio was lost during a mission assignment activity, EPA is requesting reimbursement of the costs to expended to replace the radio.				Add Attachment			6c. Actual Total Spent (for Purchase card transaction ONLY, the cardholder enters the cost of all transactions)	
* 10. Date Required Oct 17, 2017		* 11. Requested By Steve Mason		* 12. Requestor's Phone Number and/or E-Mail Address 214-665-2276 mason.steve@epa.gov			* 13. Section/Branch/Unit &/or Program Area EPA Region 6, Superfund Div., Emergency Management Branch	
* 14. Recipient's Name Steve Mason		* 15. Recipient's E-Mail and Address mason.steve@epa.gov 1445 Ross Ave., Dallas Texas 75202			* 16. Recipient's Phone No. 214-665-2276		28. Recipient's Signature	
IN ACCORDANCE WITH FEMA MANUAL 119-7-1, ALL ITEMS CONSIDERED ACCOUNTABLE PROPERTY WILL BE PROCESSED BY THE LOCAL APO PRIOR TO ISSUANCE.								
* 17. Requestor's Branch Dir. Validation Print Name _____ Date _____			SIGNATURE _____ Date _____		22. Log Chief / DAAO / AO / Second Line Approval Print Name _____ Date _____		SIGNATURE _____ Date _____	
21a. Special Authority Approval Needed <input type="checkbox"/> APO <input type="checkbox"/> IT <input type="checkbox"/> Safety			21b. Approving Authority Name		21c. Approving Authority Title		21d. Approving Authority Phone No.	
							21e. Special Authority Signature	
FOR LOGISTICS/ACQUISITIONS UNIT USE ONLY								
18. Request Tracking Number		19. Date/Time 143-0-1 Received		20. 143-0-1 Received By		24. Reference #s (RRF, MA, Deployment Unit, etc.)		25. Estimated Delivery Date / Time
29. Receiving Officer's Name		30. Receiving Officer's Phone #		31. Receiving Officer's Email Address			32. Receiving Officer's Signature	
33. FF 148-0-2 Doc Control #s	33a.			33b.			33c.	
34. ACCS Accounting Data	34a.			34b.			34c.	
35. Purchase Log ID 's	35a.			35b.			35c.	
36. Cardholder's Name		37. Cardholder's Phone #		38. Cardholder's Email Address			39. Cardholder's Signature	